# WETAP Grant Application Instructions for the 2024 Calendar Year

Application Period opens: Friday October 13, 2023

Application period closes: Noon Thursday November 30, 2023


Program website: [Wisconsin Department of Transportation Wisconsin Employment Transportation Assistance Program (wisconsindot.gov)](wisconsindot.gov)

Program Contact: [WETAP@dot.wi.gov](mailto:WETAP@dot.wi.gov)

# Contents

# Wisconsin Employment Transportation Program Background

The Wisconsin Department of Transportation (WisDOT) is pleased to sponsor the Wisconsin Employment Transportation Assistance Program (WETAP). This is an **annual** competitive grant program combining state and federal funding sources into one coordinated program to help local areas address transportation needs for low-income workers. WETAP's webpage is [Wisconsin Department of Transportation Wisconsin Employment Transportation Assistance Program (wisconsindot.gov)](wisconsindot.gov)

Lack of transportation is a significant barrier to getting and keeping jobs for low-income workers. Improving transportation options can improve the economic outcomes for these workers.

The WETAP program focuses on funding activities that support the following:

- New or expanded transportation services that address the employment-related transportation needs of eligible low-income workers;

- Shared solutions such as ridesharing, public transportation expansion, vanpools, or carpools;

- Individual solutions, such as car repair or used car loan programs;

- Coordinated transportation solutions based on a local planning process involving local stakeholder in order to address service gaps and avoid duplication.

This program is funded in part by the Federal Transit Administration (FTA)[1], state funds from the Wisconsin Department of Workforce Development[2] and state funds from WisDOT[3]. The total dollar amount available for 2024 is approximately $4.1 million to be divided among multiple grantees**.** Local match is provided by the grantee through cash and/or in-kind services.

Grants are awarded for one calendar year with no guarantee of continued funding. Each applicant must reapply and compete each year for funds.

This is a competitive program with grants awarded to multiple sponsors. Grant awards historically fund 60 to 80% of the requested amounts of each award in order to spread the benefits of the program across multiple recipients and throughout the state. Grant awards typically range from **$25,000** to **$900,000** per award. WETAP grant awardees are reimbursed for eligible activities identified in their application they have already completed in that calendar quarter.

# Eligibility

## Eligible Applicants
Non-profit organizations within Wisconsin are eligible to apply for grants. Private businesses and Tribal entities may be eligible to be awarded grants in limited

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[1] 5311 Formula Grants of Other than Urbanized Areas.
[2] The Employment Transit Assistance Program (State Statute 106.26).
[3] The Transportation Employment and Mobility (TEAM) program (State Statute 85.24).

circumstances and only as partners with non-profit organizations as the responsible applicant.

Applicants for continuing projects must have met all WETAP grant requirements in previous grant cycles in order to be eligible to apply for this grant cycle.

WETAP funding cannot replace existing sources of funds used for transportation services.

## Eligible Activities

The two categories of eligible activities are operating and capital. WETAP uses FTA's definitions under the Section 5311 Formula Grants for Rural Areas program for these activities.

The following table lists common eligible capital and operating activities. **All should be focused on low-income customers and work or post-secondary education related trips.**

| Eligible Capital Activities | Notes |
|---|---|
| Mobility management | Mobility management relies on coordination between providers and individual attention to increase program effectiveness. See the Definitions section for more details. |
| Bicycle related infrastructure directly serving transit | Such as bike racks on transit vehicles; bike racks at transit stations/stops; bike sharing infrastructure at transit stations/stops (but not the bikes themselves). |
| Vehicle purchase loans to individuals | WETAP funds can be used to "seed" a revolving loan program. See the Definitions section for more details. |
| Vehicle repair loans to individuals | See the Definitions section for more details. |

| Eligible Operating Activities | Notes |
|---|---|
| Costs to administer voucher programs for work related taxi, shared ride taxi, ridesharing services or transit trips | |
| Vouchers for work related rides via taxi, shared ride taxi, ridesharing services, or transit | |
| Promotion and marketing of work related transportation options | Such as availability of work related vouchers; employer developed shuttles or ridesharing; ability to provide transit passes under an employer's Section 132 fringe benefit program |
| Operating late night and weekend transit service | |

| Eligible Operating Activities | Notes |
|---|---|
| Guaranteed ride home service | Vouchers or reimbursement of rides provided when regular service is unavailable. Ex. a cab ride home from work if transit service that typically is available is not because of the time of day. |
| Employee shuttle service | |
| Expanding transit service to meet employment needs such as hours of service or geographic coverage | Inc. adding reverse commute transit or rideshare options between urban and non-urban employment areas. |
| Demand response van service | |
| Ridesharing and van pools | Does not include ridesharing network services such as from Uber and Lyft. |
| Implementing transit related Intelligent Transportation Systems | Inc. vehicle position monitoring systems; GIS software; customer trip technology |
| Integrating public transit and human services transportation technology | Ex. technology to integrate service information, scheduling and dispatching |

Highlighted **ineligible** activities:

- Purchase or lease of vehicles to provide group transportation or transit service;
- Purchase of bicycles or bicycle share equipment;
- Gas vouchers or gas cards or gift cards to buy gas;
- Vehicle insurance subsidies;
- Regular vehicle maintenance expenses for individuals or transit providers;
- Driver's license recovery, including funds to clear individual fines;
- Transit passes for fixed route transit or ADA service associated with fixed route service;
- Planning for the proposed project and any costs incurred prior to the contract period.

The above lists cover the most common activities. Direct any questions about activity eligibility to the program email drop box (WETAP@dot.wi.gov) prior to application submittal.

## Eligible Funding for Local Match and Cost Share
Capital activities may be reimbursed by WETAP grants at up to 80% of net expenses; operating activities at up to 50% of net expenses. The remaining amounts must be covered by a local match.

Local match can be cash or in-kind services. All WETAP proposals must include proof of local match. The objective for local match is to ensure local commitment, promote long-term vision, and support the transportation initiative. Local match must comply with local, state, and federal guidelines required for that funding source.

Examples of cash match:
- Funding from state or local governments
- Private donations
- Net income generated from advertising, concessions, and loan repayment
- Other non-US Department of Transportation federal funds

Examples of in-kind match:
- Donated facility space to operate the program
- Labor contributed to the project
- Volunteer drivers' time
- Legal services contributed to the project

More details about how to calculate in-kind services and volunteer hours is available in the section **Preparing a Grant Application**.

## Eligible Customers

WETAP focuses on the transportation mobility of low-income persons for work and post-secondary education. Persons/households at 150% of the poverty level are considered low income for the purposes of the WETAP program and are therefore customers eligible to receive services funded by WETAP.

These are the poverty and low income thresholds used by the WETAP program for this program cycle[4]:

| Persons in family/household | Poverty guideline | 150% of Poverty ("low-income") |
|---|---|---|
| 1 | $14,580 | $21,870 |
| 2 | $19,720 | $29,580 |
| 3 | $24,860 | $37,290 |
| 4 | $30,000 | $45,000 |
| 5 | $35,140 | $52,710 |
| 6 | $40,280 | $60,420 |
| 7 | $45,420 | $68,130 |
| 8 | $50,560 | $75,840 |
| For families/households with more than 8 persons, add $5,140 for each additional person. | | $7,710 |

[4] Federal law requires programs using FTA 5311 funds to calculate low income thresholds using methodology consistent with section 673(2) of the Community Services Block Grant Act, 42 U.S.C. § 9902). WETAP uses thresholds published yearly in the Federal Register by the federal Department of Health and Human Services that are consistent with this requirement. Federal Register :: Annual Update of the HHS Poverty Guidelines

# Overview of Expectations of Award Recipients

Each applicant is expected to have the technical and financial capacity to deliver the activities and outcomes in their application.

Awardees will be required to follow program requirements as outlined in this document, the program manual, the workbook submitted quarterly for reimbursement, federal Certification and Assurances documents and the grant agreement.

Below are highlights of the grantee responsibilities if an award is executed:

- Complete all activities within the grant award time period. Period of performance will begin January 1st, 2024 and conclude December 31st, 2024.
- Submit all documentation, reporting and reimbursement no later than March 31, 2025.
- Comply with the federally-mandated Certifications and Assurances document. This document must be signed at the time of application and an updated version must be signed when grant agreements are issued.
- Submit quarterly requisition and performance measurement forms within 30 days of the close of each calendar quarter. These reports will be compared to the data provided in the application for purposes of compliance, evaluation, and future funding consideration.
- Submit extra reimbursement supporting documentation upon request. WisDOT may randomly select an awardee to provide supporting documentation for all expenses incurred and billed during the billing period (e.g. receipts, timesheets). The grantee will be notified of their selection by the close of the quarter. If a subrecipient is deemed "high risk", they may be asked to submit this documentation with each quarterly reimbursement submission.
- Complete funding reconciliation within 90 days of the close of the period of performance.
- Follow all federal and state requirements for procurements. WisDOT requires that any requests for purchase of services or capital items be submitted to WisDOT for review and approval prior to the applicant's entry into a service contract or purchase of any capital items. See [the WisDOT procurement web page for further information](). Failure to follow this requirement will make any unapproved procurement ineligible for reimbursement.
- Meet all Civil Rights requirements including developing, implementing, and monitoring a Title VI and ADA plan. Applicants are expected to submit a plan at time of grant application as well as have an up to date plan if funds are awarded. A plan completed within the last 4 calendar years and following WisDOT's guidance is considered up to date. Information about Title VI and ADA plans is available on WisDOT's website [Wisconsin Department of Transportation Federal compliance for transit - Title VI/ADA (wisconsindot.gov)]() .
- Comply (if applicable) with Disadvantaged Business Enterprise reporting.
- Adhere to federal and state asset management requirements.

- All grant projects will be evaluated on the performance and completion of the specific measurements and outcomes as outlined in the grant application.
- Include the following notification language of federal participation in all its requests for proposals, solicitations, contracts, press releases, brochures, web site, or other publications funded under this grant:
  *"This program is funded in part by the Federal Transit Administration (FTA) as authorized under 49 U.S.C. § 5311 Formula Grants of Other than Urbanized Areas (5311) (CFDA 20.509)."*
- Advertise or otherwise promote WETAP funded activities on their organization's web page. There are many ways to ensure the community is aware of the availability of WETAP funded activities. Placement on the grantee's website, including all service areas where the service is available, is required within the first three months of being awarded a grant.
- Submit final reports and address all performance and outcome criteria specified in the grant at the end of the performance period. Final reimbursement for grantees will be withheld until the final grantee reports are submitted and all performance and outcome criteria specified in the grant have been adequately addressed.
- Request permission from WisDOT before making any changes to activities in the grant application and related grant award materials. An awardee must receive prior approval from WisDOT's WETAP program manager and a grant amendment executed prior to permitting the additional work to proceed.
- Share project successes for potential replication by other organizations.
- Provide a copy of the agency's annual single audit to the WETAP Program Manager, if required (see Single Audit section of Application on the 'General Info' tab).

## Overview of Grant Award Process and Timeline

The following shows the timeline for major steps in this grant cycle"

| | |
|---|---|
| Application Period Opens | October 13, 2023 |
| Recommended Deadline to Request BlackCat Credentials | *November 28, 2023 Two business days before submittal deadline* |
| Deadline to Submit Applications into BlackCat | November 30, 2023 at noon Central Time |
| Awards Announced | Mid-December 2023 |
| Grant Cycle Begins | January 1, 2024 |
| Grant Cycle Ends | December 31, 2024 |

# Preparing a Grant Application

Please read this section and the application process section carefully  Some activities must be completed **BEFORE** submitting an application in BlackCat and then documented in the submittal:

- Coordination with service area stakeholders and service providers
- Formal notice to the public of the intent to apply for WETAP funds.

## Requesting Login Credentials for Access to Grant Application Submittal Platform

Only grant applications submitted through WisDOT's online grant management system called BlackCat will be accepted.

Email WETAP@dot.wi.gov with the following information if you need a username and password to access BlackCat:

- Name

- Organization/Agency Name

- Organization/Agency Address

- Email

- Phone Number

The BlackCat Grant Management System is accessed through  Wisconsin - Log In (blackcattransit.com)  Please be aware this link has changed since previous WETAP grant application cycles.

**The grant application submittal process can be time consuming. Recommended deadline for requesting login credentials is November 28, 2023 (2 business days before the submittal deadline) to allow time for WisDOT to process the request and the grant application to go through the online submittal process.**

## Coordination with local stakeholders and service providers

Coordination and consultation with other service providers in the grant applicant's service area is required before applying for a grant and must be maintained throughout the period of performance if a grant is awarded.

WETAP grant application activities must reference a "locally developed coordinated public transit-human services transportation plan" in the proposed service area. This ensures that applicants are coordinating services with other private, public and non-profit transportation providers. Most Regional Planning Organizations lead the development of these plans.

Proposed WETAP projects must be identified by a strategy and/or action item from a county, multi-county or regional plan. This strategy/action item, along with a page number and link to the source document, must be provided on the general information tab in the Workbook portion of the application submittal. For more information and copies of the current plans, visit the WisDOT coordination web page

## Creating Application Materials

Materials to be completed or attached during the application submittal process in BlackCat include:

- **Certification of Review and Accuracy** (Affirmative responses to several conditions are completed by the applicant via an electronic signature in the Organization Tab).
- **Federal Funding Accountability and Transparency Act (FFATA) Certification:** Affirmative responses to several conditions are to be completed by the applicant under a pull down menu in the Organization Tab.
- **Application forms** (in the Application tab): These are a mixture of downloadable forms and documents to be uploaded directly:
  - **Letter of Application**: A letter of application addressed to WisDOT outlining project funding request in either Word or PDF.
  - **Public Notice of Intent to Apply:** Applicants are required to notice the public of the intent to submit a WETAP grant application **prior** to submitting the application.
  - **Local Match Certification:** Complete the certification form and upload documentation of all cash and in-kind commitments for local match of project costs.
  - **Non-profit Documentation**: This includes a W-9 and articles of incorporation or a list of board members if applicable.
  - **Written Responses**: The questions and length limitations is downloaded, filled out and then uploaded back into BlackCat. Note the answers should reflect details about the transportation activities in the grant application, not the other work the applicant's organization conducts under other funding sources. Testimonials about how individuals who have benefitted from transportation related activities should not replace details about how the program activities are intended to work if a WETAP award is granted.
  - **Application Workbook**: Download and complete the gray fields in each tab of the work as outlined on the Instructions tab of the workbook. Some tabs have multiple pages. Do not modify or delete any of the tabs in the workbook.
- **Project Details**
- **Leases and Contracts** (in Resources tab): Upload a copy of each lease and/or contractual agreement with subcontractor.
- **Single Audit** (in the Resource tab): Required of non-Federal entities, including Tribes, that expend $750,000 or more of Federal Financial Assistance in a fiscal year.[5]

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[5] For more information about single audits: Understanding Single Audits - Overview (hhs.gov)

## Budget Preparation

Budget items are entered into the APPLICATIONS and PROJECTS tabs in the online application process. Details of sources of funds for capital and operating activities are required, including fees or fares charged customers.

All WETAP proposals must include proof of local match. The objective for local match is to ensure local commitment, promote long-term vision, and support the transportation initiative. Local match must comply with local, state, and federal guidelines required for that funding source.

**Examples of cash match:**
- State or local funding
- Private donations
- Net income generated from advertising, concessions, and loan repayment
- Other non-USDOT federal funds

**Examples of in-kind match:**
- Donated facility space to operate the program
- Labor contributed to the project (see note on valuing volunteer time below)
- Legal services contributed to the project

**All in-kind match must:**
- Be represented as an expense in the applicant's budget;
- Represent a cost that would otherwise be eligible under the project;
- Be reported in the quarterly/monthly billing forms if a grant is awarded;
- Be formally documented in the grantee's records and be available upon WisDOT request;
- Not be included as a contribution for any other federally-assisted or state-assisted project or program;
- Be allowable under the applicable cost principles (For additional information see 2 CFR Part 230 or Local and Indian Tribal Governments see 2 CFR Part 225 from the Office of Management and Budget);
- Be documented in a letter of support, if outside the applicant's organization

**Valuing In-Kind Match: Volunteer Time**

The hourly wage rate of the actual person "donating" their time to the activities in the grant application should always be used to value time when available. When actual wage rates are not available WisDOT requests that you use the data available from the Job Center of Wisconsin site for the counties where service will be provided - Index - WisConomy (jobcenterofwisconsin.com).

*Example 1 – Actual value of time is available*
Your agency's director intends to donate 1 hour per week to the oversight of WETAP project for a total of 50 hours per calendar year. The director's salary,

including benefits, is $65 per hour and the funding for the director comes from non-US DOT funding (e.g., charitable donations). In this case, the value of the in-kind contribution is estimated at $3,250 ($65 per hour x 50 hours) for the year.

*Example 2 – Actual value of time is <u>not</u> available*
Your vanpool project uses 2 volunteers to drive the van. Use the data tools at [Index - WisConomy (jobcenterofwisconsin.com)](Index - WisConomy (jobcenterofwisconsin.com))to find the value of a taxi driver or bus operator in your service area (county). You will get the average wage for an entry level, average and experienced driver in your county, as well as the statewide average.  Use the wage most appropriate to their level of experience, responsibilities and vehicle type (if they are drivers). The most important thing is to select the occupation that best describes the type of work the volunteers are performing for your organization for this project. Once you have established the hourly rate, multiply that value by the anticipated number of hours they will be donating to the project for the entire year.

If the project is selected for award the applicant may be asked to revise the budget. Any revisions to the proposed budget will be added to the application as an amendment. Any requests by the applicant/grantee to change the budget must be submitted to the WETAP Manager for pre-approval before implementing the change.

The following are definitions of commonly confused budget line items:

*Project Operation* – Costs paid for direct expenses to grant operation (i.e. payment to transportation vendor for services rendered; cost of vouchers).

*Operating Costs* – Office supplies, facility and utility expenses, leases, etc.

**Operating vs. Capital Expenses**

Refer to the previous section about Eligible Activities for details on what qualifies as an operating or capital expense .

## Project Outcomes
All applications will be evaluated on the performance and completion of the specific measurements and outcomes as outlined in the grant application. Project outcome details are required in both the Written Responses to Questions document (Application tab) and the Application Workbook (Applications tab).

All grantees will be required to complete the Outcome Forms for both capital and operating projects. These reports will be compared to the data provided in the application for purposes of compliance, evaluation and future funding consideration.

**Outcome Definitions**

**Trip-Based Service**

- *Number of one-way rides provided*: Report the number of regular and sponsored unlinked passenger trips.

  - Regular Unlinked Passenger Trips (UPT) is service operated as part of the normal transit schedule. Complementary ADA paratransit trips are regular UPT. Also, bus, vanpool and intercity bus services are regular UPT.
  - Sponsored Unlinked Passenger Trips is transportation that is paid in whole or in part directly to the transit provider by a third party. They are offered by transit providers as part of a Coordinated Human Services Transportation Plan. Common sponsors include Veteran Administration, Medicaid, sheltered workshops, Assisted Living Centers, and Head Start programs. Sponsored UPT only apply to the Demand Response mode.

- *Total hours of service:* Report the total vehicle revenue hours. Vehicle revenue hours (VRH) are the total amount of hours for the reporting period that all vehicles travel in revenue service. VRH include layover but exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services. For demand response mode, VRH are the total amount of hours for the reporting period that all vehicles travel from the time they pull-out to go into revenue service to the time they pull-in from revenue service. This includes the hours of personal vehicles used in service.

- *Total miles of service:* Report the total vehicle revenue miles. Vehicle revenue miles (VRM) are the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time, but exclude deadhead, operator training, vehicle maintenance testing, and school bus and charter services. For demand response mode, annual VRM are the total amount of miles for the reporting period that all vehicles travel from the time they pull-out to go into revenue service to the time they pull-in from revenue service. This includes the miles of personal vehicles and taxi cabs used in service.

*Number of jobs accessed:* Actual or estimated number of jobs accessed as a direct result of this project. If one worker starts riding the service daily to go to the same job, report that one job was accessed that month. The following month do not report this same worker. The number of jobs accessed at the end of the year (totaled from your quarterly reports) should not count the same job more than once.

*Route length (one-way in miles):* Route length is the distance in miles from the first stop to the last stop.

**Information-Based Service (Mobility Management)**

*Number of contacts made:* Number of in-person, email or phone contacts made per month. Contact with the same person multiple times can be counted as multiple contacts.

*Number of referrals made:* Number of contacts that were referred onto another service outside of your project. Referrals to programs within your agency that are not WETAP-funded projects count towards your referral total.

*Number of jobs accessed:* Actual or estimated number of jobs accessed as a direct result of this project.

*Number of one-way work-related rides provided:* Report the actual number of one-way work-related rides were provided if the mobility manager directly provides rides. Do not count rides in this section that are included in the trip-based service or capital investments sections.

**Capital Investments (Vehicle Loans)**

*Number of jobs accessed:* Actual or estimated number of jobs accessed as a direct result of this project. If one vehicle loan is made to an individual to drive to work and they carpool with one other individual, report that two jobs were accessed that month. The following month do not report these same jobs. The number of jobs accessed at the end of the year (totaled from your monthly reports) should not count the same job more than once.

*Number of one-way trips provided as part of the ride-sharing component:* Actual or estimated number of one-way shared trips that were provided via the purchased or repaired vehicles. Do not count any rides that carpooling was not used.

## Completing the Application in BlackCat

The application process in BlackCat does not need to be completed all at once. Materials can be saved and the process continued at a later time.  Note that the **SUBMIT** button needs to be entered when the application materials are complete in order for the application to be officially submitted to WisDOT.

Direct any questions or problems with the submittal process to the WETAP program email [WETAP@wi.dot.gov](mailto:WETAP@wi.dot.gov)

## STEP 1: LOG INTO BLACKCAT

BlackCat's login page is at [Wisconsin - Log In (blackcattransit.com)](blackcattransit.com)  Note this is a different link than used in previous WETAP grant cycles.

Enter your login credentials or follow the directions in the previous section to receive a login from WisDOT.

## STEP 2: Enter information under the ORGANIZATION TAB

Complete the following under the Organizations tab:
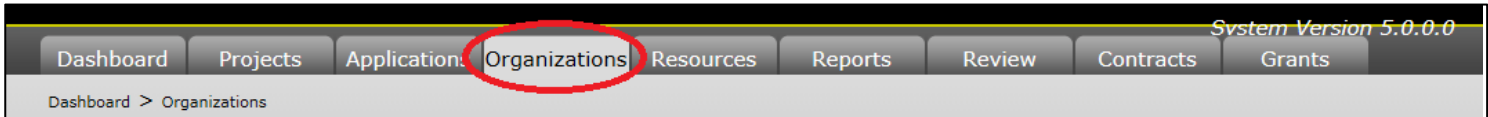


**CONTACTS** – Select "Contacts" and then "Add New" under the Contact Listing category. **Please enter all possible contacts for your organization and be sure to include their title.**
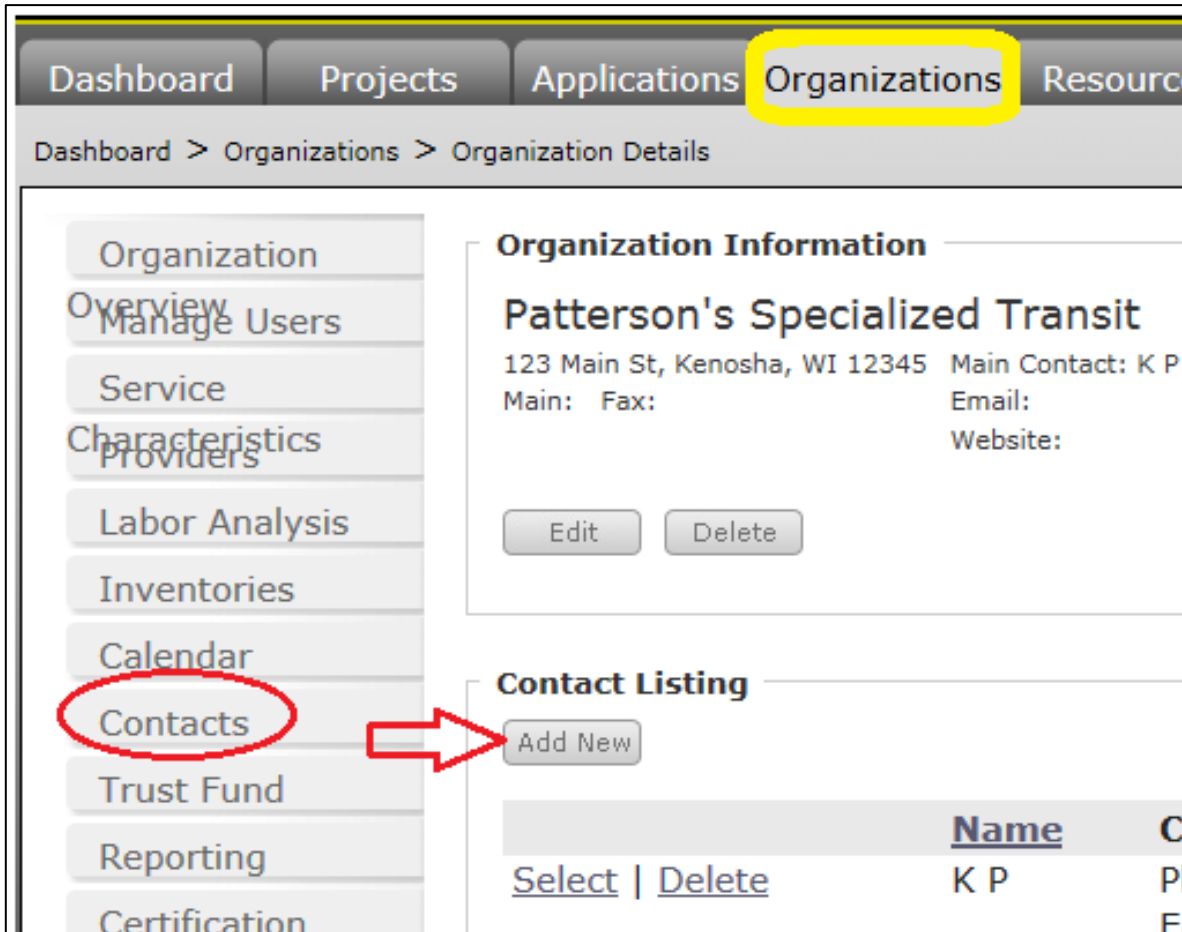


**AGENCY DETAILS** – On the left-hand menu, select **Organization** and then the **Edit** button under the Organization Information.

Fill in/verify all information under the "**Organization details**" section. (Please note: this information, especially "primary contact" is what WisDOT will use to create contact and distribution lists for program announcements)

Complete "**Service Characteristics**", **"Service hours"** and **"Fares"** if applicable.
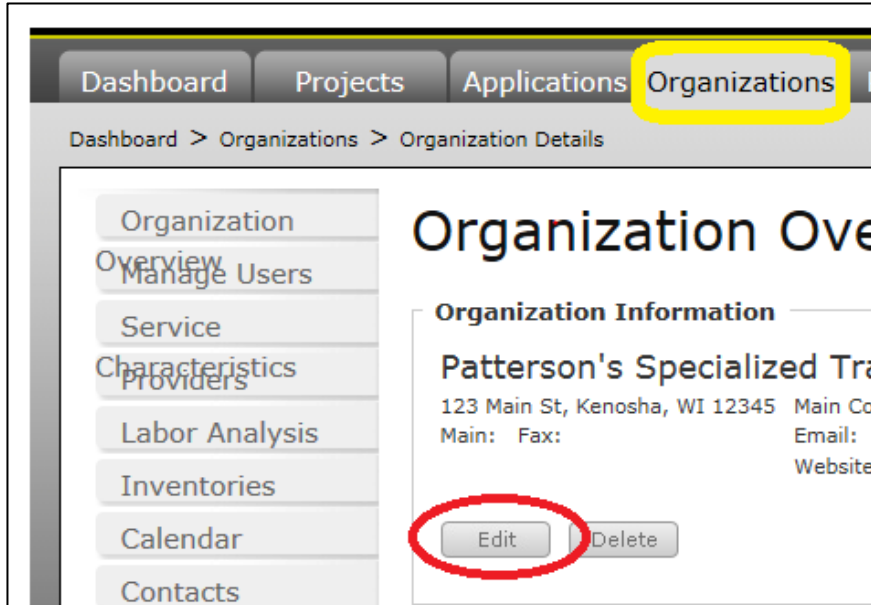


**CERTIFICATION** – Prior to submitting your application, you must complete all applicable certifications for the 2024 calendar year. (Make sure to select appropriate year and click save)

- **Certification of Review and Accuracy**
- **Federal Funding Accountability and Transparency Act (FFATA) Certification**

## STEP 3: Complete information in the PROJECT TAB

Add a project and funding request for each project type in your application. If you are requesting more than one project type (i.e. operating and capital) you must add two separate projects.

1. **Add new** project
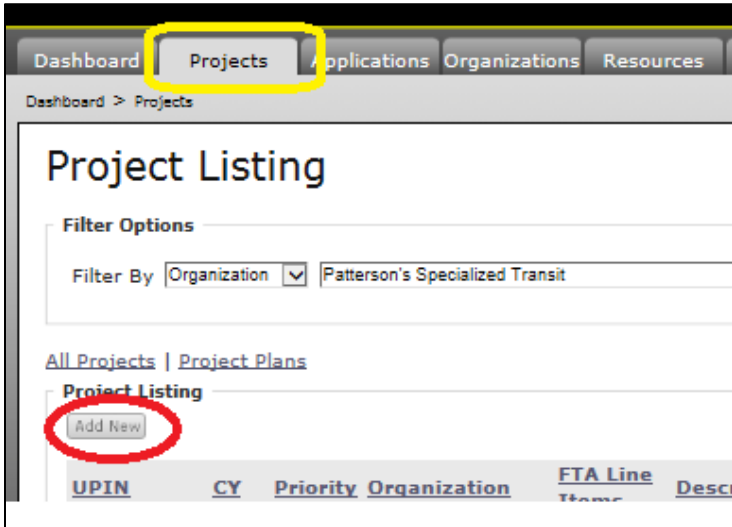


2. Complete "**Project Details – Add New**"
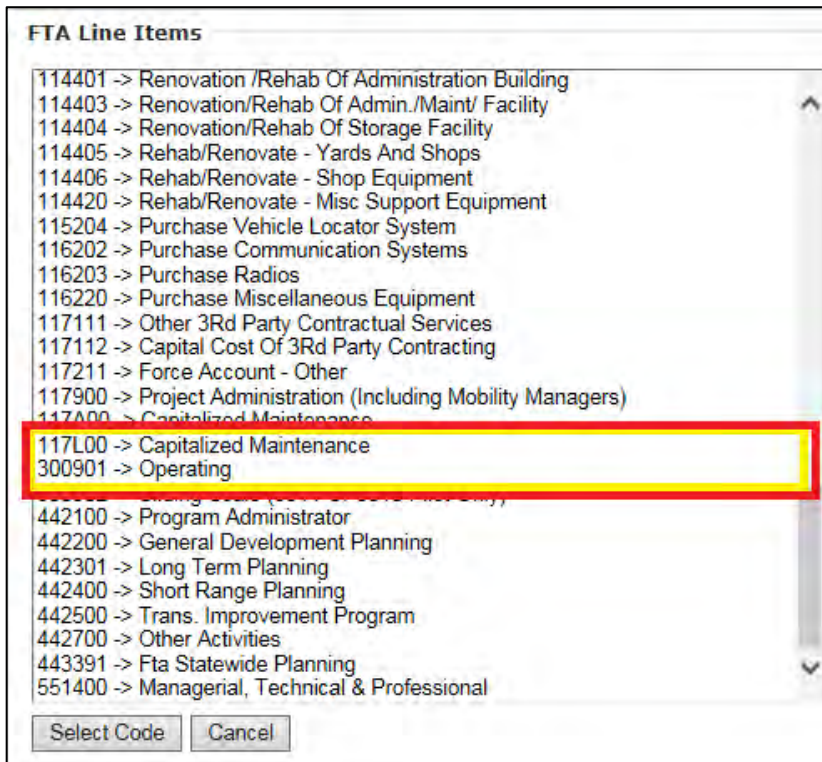
   a) Under the **CY** column**:** select 2024 from the drop down

b) Under the **FTA Line Item** column: Select the FTA Line Item that matches the activities in your application – operating or capital (referred to as Capitalized Maintenance on the pull down list.



      i. Select **30.09.01** for **Operating**
      ii. Select **11.7L.00** for **Capital.**
      iii. Once selected, the **Description** will automatically prefill.

c) "**Total Estimated Expenses**": Enter Net Expenses
d) "**Quantity**": leave blank
e) "**Priority**": leave blank.
f) **Notes**: This field is optional

g) Click "**SAVE**"

3. Complete "**Funding Requests**"

a. Capital Project

     i. Click on "**Select**"
     ii. Then select the "**Funding**" tab
     iii. Select "**Expenses**" tab. 1. Enter the **total estimated cost** in line number 700 and then click "**Save**". *Please note for capital projects, you do not need to enter anything under the Revenue tab.*
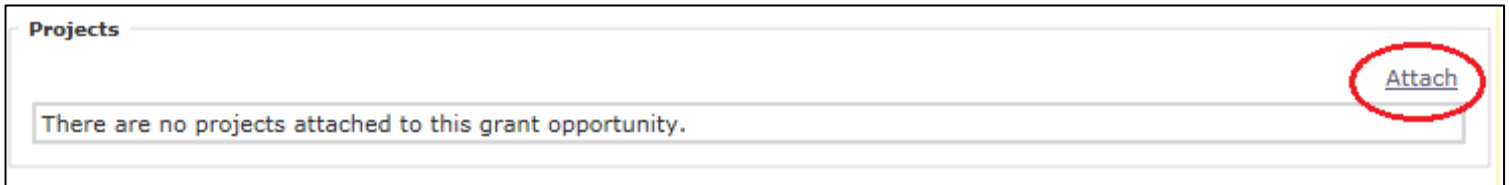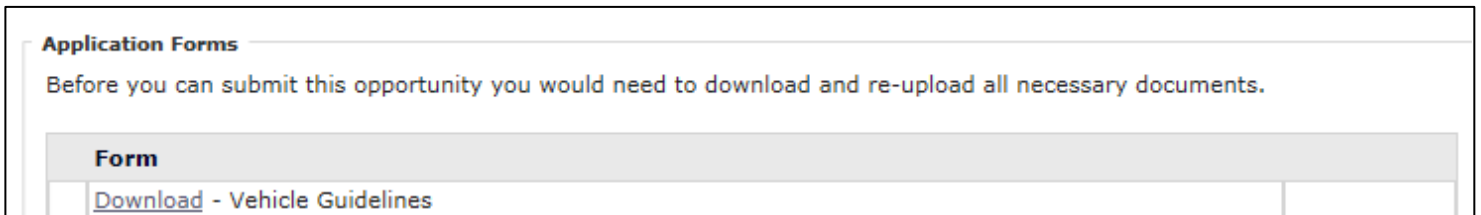
b. Operating Projects

     i. Click on "**Select**"

ii. Then select the "**Funding**" tab

iii. Select "**Revenue**" tab.

   1. Enter in the appropriate revenues as pertaining to your project.

   2. In most cases, you will enter the amount in line number **401.99**

iv. Select "**Expenses**" tab. 1. Enter the total expected expenses for your project under line number 509.99.000 *Other Misc. Expenses*.

v. click "**Save**".

### STEP 4: Complete information in the  APPLICATIONS TAB

1. Click on the **Application Tab**

2. Select **2024** from the Year drop-down menu

3. Select the "**New**" tab to display current grant opportunities.

4. Select the **2024 Section WETAP Grant**

   a. Attach Projects created in **STEP 3**

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**Projects**                                                                                    Attach

There are no projects attached to this grant opportunity.

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   b. Click "**Download**" for each required application form

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**Application Forms**

Before you can submit this opportunity you would need to download and re-upload all necessary documents.

| Form |  |
|------|--|
| Download - Vehicle Guidelines | |

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   c.  Complete all Application Forms and save to your computer.

      i.  When downloading documents from the internet, your computer may open the document in a protected view. Click "Enable Editing" to view the document as intended.

   d.  Upload each form from your computer using the link to the right of the category.

i. The system will only be able to upload one document per category. You may access any uploaded documents by clicking the "view" link and then clicking on the name of the document. If you upload another document under that category, it will replace the previously uploaded one and does not save a copy.

e. **The following documents must also be uploaded in the Applications Tab:**

i. **Letter of Application** - submit a letter of application addressed to WisDOT outlining project funding request.

ii. **Public Notice** - submit a copy of the newspaper or media clipping of your public notice and receipt of publication.

iii. **Local Match Certification** - Complete the certification form and upload any necessary supporting documentation. Include documentation of all cash and in-kind commitments for the required local match of project costs (e.g. MOU, letter of support, commitment letter and/or resolution).

iv. **Non-profit Documentation -** if your agency is applying as a private non-profit, you must upload proof of non-profit status. This includes a W-9 and articles of incorporation or a list of board members if applicable.

v. **Written Responses to Questions Document -**download the questions and length limitations. Prepare and upload answers on a separate document. Please ensure that the name of the applying agency is listed on the first page.

vi. **Application Workbook -** download & complete the gray fields in each tab of the work as outlined on the Instructions tab of the workbook. Some tabs have multiple pages. Do not modify or delete any of the tabs in the workbook.

## STEP 5: RESOURCE TAB

If applicable to your application, the following documents should be uploaded to a folder under this tab.

- **Leases and Contracts** - upload a copy of each lease and/or contractual agreement

- Copy of your latest **Single Audit**

## STEP 6: SUBMISSION

Once all items in steps 1 through 5 have been completed successfully, the "**Submit**" button will activate and allow you to submit the application.

Double check your entries if the Submit button is grayed out and does not allow you to submit.

The BlackCat system will send an email once the application has been successfully submitted.

# APPLICATIONS ARE DUE NO LATER THAN NOON CENTRAL TIME NOVEMBER 30, 2023. LATE APPLICATIONS WILL NOT BE ACCEPTED.

## Application Review and Selection Process

### Applications Review Process
WisDOT will review all grant applications submitted through BlackCat by the submittal deadline. All applications that pass the initial review of submittals for completeness and eligibility will advance to the evaluation stage.

WisDOT and the Department of Workforce Development staff will score the applications based on evaluation criteria related to the WETAP program's objectives and requirements. Examples of the evaluation form is included in the Application Workbook in the Application tab. Keep these criteria in mind while completing the application and remember to focus on the transportation related activities in the grant application.

### Grant Awardee Selection
Applications receiving evaluation scores of at 65 out of 100 possible points will be eligible to be awarded a grant. WisDOT will consider the requested funding amounts in relation to the total amount available in the 2024 grant cycle in its final decision.

### Notification of Intent to Award Decision
All applicants will be notified via the email addresses provided in the application of the recommended grant awards once WisDOT's selection process is complete. Those that are awarded grants will be notified of WisDOT's Intent to Award the grant.

### Appeal of Grant Award Denial
An applicant may file an appeal with WisDOT on the results of a non-funding recommendation of their application within 14 calendar days of being notified of WisDOT's decision. In order to be considered, an appeal must be based on a perceived issue with the process by which a grant application is scored and awarded.

Upon receipt of a request to appeal, WisDOT will investigate and review the process to ensure that all aspects of the evaluation were performed in an appropriate manner and in compliance with state and federal rules. Requests to appeal that are related to the

merits, scoring and ranking of an application will not result in a final outcome reconsideration.

An appeal must be made in writing via U.S. mail. The letter of appeal from the applicant must include the organization name, contact person, address, telephone number, email address, project description, and the grounds for appeal. The letter of appeal must be postmarked no later than 14 calendar days from the date of WisDOT's notice of the applicant's funding status.

Appeals should be sent via U.S. mail to:
Jennifer Murry, Bureau Director
Bureau of Transit, Local Roads, Railroads and Harbors
Wisconsin Department of Transportation
4822 Madison Yards Way 6th Floor South
PO Box 7913
Madison, WI 53707-7913

A written decision will be provided within ten working days of receipt of the appeal. The decision rendered through the appeal process shall be the final decision and is not subject to further appeal or judicial review.

## Final Steps in the Award Process

Awards are considered final only upon timely completion and submittal of

- a grant agreement between WisDOT and the awardee;
- a workbook to be used to submit quarterly requests for reimbursement and document eligible activities;
- a federal certifications and assurances agreement covering requirements to receive federal funds including but not limited to requirements concerning lobbying, Buy America, Disadvantaged Business Enterprises, nondiscrimination, procurement, tax liability and suspension and disbarment.

Failure to agree to these conditions of the award and submittal of the above documents in a timely manner will result in a withdrawal of the intent to award offer.

## Definitions

**Disadvantaged Business Enterprise (DBE) Program:** The DBE program requirements relate to ensuring the participation of minority and women owned businesses in FTA grant funded activities. WisDOT and its subrecipients agree to adhere to federal DBE requirements (49 CFR Part 26). WisDOT will work with grant awardees and their subcontractors (if any) to ensure compliance with DBE requirements related to procurement, contracting, goal setting and reporting. Information on DBE requirements is available on the WisDOT website at: http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/compliance/dbe.aspx

**Mobility management:** Mobility management is an approach for managing and delivering coordinated transportation services to customers, including older adults, people with disabilities, and individuals with lower incomes. Mobility management focuses on meeting individual customer needs through a wide range of transportation options and service providers. Mobility management activities eligible for funding include:

- Operating transportation brokerages to coordinate service providers, funding resources, and customer needs;
- Coordinating transportation services for older adults, individuals with disabilities, and individuals with low incomes;
- Supporting local partnerships that coordinate transportation services;
- Staffing for the development and implementation of coordination plans; providing travel training and trip planning activities for customers;
- Developing and operating traveler call centers to coordinate travel information, manage eligibility requirements, and arrange customer travel; and
- Planning and implementing the acquisition and purchase of intelligent transportation technologies to operate a coordinated system.

FTA classifies these activities as capital expenses that can be funded by WETAP grants at 80%.[6]

**Net Operating Cost (Deficit):** For budgeting purposes, total project costs minus project revenue (e.g. passenger fares and other operating revenues).

**Operating Expenses:** For budgeting purposes, operating expenses are those costs directly related to project operations. Operating expenses include vehicle operations, vehicle maintenance (for program vehicles only), non-vehicle maintenance, and general administration.

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[6] Mobility Management (dot.gov)

**Public transportation service:** The operation of a vehicle that provides general or special service to the public on a regular and continuing basis consistent with 49 U.S.C. Chapter 53. "Public transportation [service]" has replaced the obsolete term, "mass transportation [service]. FTA has interpreted this term to include any transportation service provided using vehicles purchased with FTA capital assistance.[7]

**Vehicle purchase loans for individuals activities:** Supporting local car loan programs that assist individuals in purchasing vehicles for work or post-secondary education, including the provision of capital loan guarantees. The federal interest in the loan guarantee fund must be maintained and the funds continue to be used for subsequent loan guarantees (revolving loan funds) or are returned to WisDOT upon the release of funds from each guarantee.

**Vehicle repair loans or grants for individuals activities:** Similar to purchase loan subsidies. Supporting local vehicle loan programs that assist individuals in vehicles for work or post-secondary education, including the provision of capital loan guarantees, The federal interest in the loan guarantee fund must be maintained and the funds continue to be used for subsequent loan guarantees (revolving loan funds) or are returned to WisDOT upon the release of funds from each guarantee.

**Vouchers:** Vouchers can be provided directly to eligible customers or managed through a trip reimbursement process with ride providers. Programs paid through WETAP grants can provide vouchers to low-income individuals to purchase rides, including (1) mileage reimbursement as part of a volunteer driver program, (2) a taxi trip, or (3) trips provided by a human service agency.

Trip providers can then submit the voucher to the WETAP recipient or subrecipient administering the project for payment based on predetermined rates or contractual arrangements.

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[7] Interpretations of Definitions | FTA (dot.gov)